

OFFICE OF FINANCE STAFF MEETING MINUTES

24 February 1982

A. Notes Based on DDA Staff Meetings:

1. A new draft revision of EO 12065 is being worked on.

2. Reported State Department made decision that Iranian hostages be paid \$12.50 per day for every day held hostage.

3. CCS is now establishing an indoctrination program for people 25X1

B. Items from Mr. Sherman:

1. Mr. Sherman presented to [] a Special Achievement Cash Award and also a special citation from State Department. 25X1

2. Mr. Sherman reported on a briefing paper [] used to brief senior budget officers in the four Directorates on the new capabilities program budget which reports changes to the FRS system. 25X1
Mr. Sherman asked [] to follow-up on these changes.

3. Mr. Sherman reported the DDA Office Directors were briefed by [] C/NE Division on NE's future plans and the administration of Division problems. Mentioned adding Logistics officers to the Division, and a need for one additional Finance officer in FY 1983. 25X1

C. Around-the-table:

1. [] reported Data Base did a special run on operational output on 1452 transfers, found offices not coding correctly, cleared 262 line items. Also took a reading on advance accounts as of 12 February and will stay on top of this problem. 25X1

2. [] reported he had a meeting with the National Programs Finance Branch people as they are requesting additional people because of additional activities being laid on them. [] indicated that additional justification will be required before formally discussing with the Director of Finance. 25X1

25X1

SECRET

- 25X1 4. [] reported re the DREAM system, P&P is working on an uniform structure for all O/Finance files to provide consistency, etc. Will be meeting with Divisions to give guidance and advice re renaming of files.
- 25X1 5. [] reported the heavy volume of cable traffic could be a factor in causing delay in ETAR messages to the field every two weeks. Reported that a change in the retirement system is before Congress. We don't know what the impact will be. Will be working on the posting of [] retirement cards in the next couple of weeks on an overtime basis.
- 25X1 6. [] reported receiving a paper from the DDA Management Staff on Agency Civilian Reserve Program (CIA Emergency Planning). A meeting will be held to identify specific essential functions for which emergency planning would be required, what personnel requirements will be needed, and how office would accomplish its emergency functions. Will be holding a meeting with Division and Staff Chiefs to discuss.
- 25X1 7. []

SECRET